

# **Attachment A**

## **Grants.gov Application Instructions**

### **For Announcement EPA-R9-CED1-06-003**

#### **General Application Instructions**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs “(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R9-CED1-06-003, or the CFDA number 66.716 in the appropriate field. You may also be able to access the application package by clicking on the button at the bottom right side of the synopsis located on grants.gov that says **Apply for Grant Electronically**.

**Application Submission Deadline:** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 3, 2006.

Please submit *all* of the application materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

#### **Application Materials**

**The following forms and documents are required to be submitted under this announcement:**

- I. Application for Federal Assistance (SF-424)
- II. Narrative Proposal and Appendices-prepared in accordance with the instructions in Section IV of the announcement as described below.

Proposals must be limited to 16 pages excluding appendices. Proposals must address all of the requested information below. If proposals exceed 16 pages, only the first 16 pages of the

proposal will be considered in the review process (excluding appendices). Pages should be numbered in order starting with the cover page and continuing through the appendices. Proposals must address each of the Evaluation Criteria in Section V and follow the format and content outlined below. It is recommended that confidential information not be included in the proposals.

## **I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

## **II. Narrative Proposal and Appendices**

### **1. Cover Page: (Page 1):**

The cover page should list the following information with your letterhead:

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.:      Fax No.:      Email Address:

Project Duration (including Starting Date and Ending Date):

First Year Funding Request:

Second Year Funding Request, if applicable:

Total Funding Request (for the entire project):

Please indicate if this proposal is a continuation of a previously EPA funded project.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following:

EPA Assistance Number: \_\_\_\_\_

Budget Period of Project: \_\_\_\_\_

### **2. Budget/Resources: (Page 2)**

Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

### **3. Table of Contents: (Page 3)**

- 4. Executive Summary: (Page 4)** The Executive Summary should be a stand alone document, **not to exceed one (1) page**, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including

potential human health and ecological benefits. (See Section I. for more information about environmental results)

5. **Proposal Narrative** (Includes Part I-VI-the proposal narrative should address each of the ranking criteria in Section V of the announcement): Parts I-VI listed below **should not exceed twelve (12) pages**.
  - a. **Part I: Project Title.** Self explanatory.
  - b. **Part II: Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.
  - c. **Part III: Justification.** For each objective list in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and crop(s) should be explicitly stated. This section should be numbered with a justification corresponding to each objective.
  - d. **Part IV: Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experiment design or the validation of a new approach to pest management.
  - e. **Part V: Approach and Methods.** Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables. Include the project area.
  - f. **Part VI: Performance Measures and Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of **measurable environmental results**. (See Section I.) The work plan should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. Pick two or three measures from the SAI Toolbox which can be found at <http://www.aftresearch.org/sai> (SAI Grant Applicants, Performance Measures). In addition to the performance measures listed in Section V (Selection Criteria), all proposals and reports (progress and final) should also include the following elements for reporting of project measures:
    - Number of acres likely to be impacted by the project.

- Current level of pest management and the level that is expected to be achieved at the end of the project based on the SAI Transition Index. See <http://www.aftresearch.org/sai> (SAI Grant Applicants).
- Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
- Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.

**6. Proposal Appendices:** These appendices must be included in the grant proposal. Continue page numbering as appropriate after Part VI.

a. **Appendix A. Literature Cited.** List cited key literature references alphabetically by author.

b. **Appendix B. Timetable.** A timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

c. **Appendix C. Programmatic Capability.** Include the qualifications and background of the main people or organizations involved. Also include letters of support from growers or other partners/collaborators, specifying their contribution in project implementation.

## **Application Preparation and Submission Instructions**

**Documents I through II** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out the form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files (including electronic files for the Proposal Appendices). Prepare your narrative proposal and appendices as described above and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach it to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal and appendices (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments

that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov), or contact Don Hodge at (415) 972-3240, or by email at [hodge.don@epa.gov](mailto:hodge.don@epa.gov).

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from [support@grant.gov](mailto:support@grant.gov)*) within 30 days of the application deadline, please contact Don Hodge at (415) 972-3240. Failure to do so may result in your application not being reviewed.